

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
<b>OFFICIAL</b>							
10. TITLE Computer Assistant							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	335		05	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-3	350	6. Personal Contacts	6-2	25		
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-2	50		
3. Guidelines	3-2	125	8. Physical Demands	8-2	20		
4. Complexity	4-3	150	9. Work Environment	9-1	5		
5. Scope and Effect	5-2	75	27. <b>TOTAL POINTS</b>			925	
Grade based on Computer Clerk & Assistant Series Std., GS-335 (TS-40 dtd 2/80)				28. <b>GRADE</b>		28. 05	
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA				30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N			Standard Job#335-05			33. OPM Certification Number	

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 05	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 335	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) COMPR ASST		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 05CT			
6. WK. TITLE CD. (4)		7. WK TITLE (38)					
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> <b>Normal Act</b>  1=Desk Audit  2=Sup. Audit  3=Paper Rev. </div> <div> <b>Maintenance Review Act</b>  5=Desk Audi  6=Sup. Audit  7=Paper Rev. </div> <div> <b>Results</b>  1=No Action Req.  2=Minor PD Change  3=New PD Req.  5=Series Change  6=Pos. Upgrade  7=Pos. Downgrade  9=Other </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE				31. DATE			
32. REMARKS Standard Job #335-05							

**Computer Assistant  
GS-335-5**

Standard Job #335-05

**A. Introduction**

The incumbent of the position provides a variety of computer support required to process data, to develop and operate software, and to troubleshoot system problems for administrative, technical, and/or professional staff.

**B. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Participates in the development and maintenance of data bases.

Writes and modifies utility programs or other simple language, and/or reviews user's programming changes to insure that instructions and documentation are technically sufficient.

Checks data for completeness, validity, and consistency; corrects erroneous data.

Revises and/or updates existing programs. Provides troubleshooting of systems.

Assists with troubleshooting and maintenance of computer related communications services using the Internet and World-Wide Web based resource systems and databases.

Assists users in the Local Area Network (LAN), e.g., how to access LAN, access log-on IDs, passwords, how to use utilities programs in the LAN, etc.

Installs software systems, updates system menus, provides operational advice and assistance to users, etc.

Advises users on problems related to hardware and peripheral equipment. Assists in setting up and performs initial test of new equipment and advises users on operations.

Documents all data files, computer programs, and procedures.

Advises users about security and data file access restrictions.

**C. Evaluation Factors**

**1. Knowledge Required by the Position (FLD 1-3, 350 PTS)**

General knowledge of computer science.

Working knowledge of basic math and data processing procedures.

Ability to efficiently operate personal computers.

Ability to edit data and to adapt to various spread-sheet programs.

Ability to modify existing programs per instruction.

Ability to manipulate databases using established software packages.

Ability to work with others in a team environment.

Ability to communicate orally and in writing.

Knowledge of data security requirements, practices, and maintenance procedures.

**2. Supervisory Controls (FLD 2-2, 125 PTS)**

The supervisor provides instructions with assignments and defines priorities and objectives. More detailed guidance is provided by the supervisor when new, difficult, or unusual tasks are assigned. The incumbent contributes to the planning by pointing out possible difficulties with techniques and contributes to the documentation and interpretation of findings through accurate record keeping. The incumbent uses initiative to carry out recurring duties. Completed work is reviewed for compliance with instructions, adequacy of methods and content, and to ensure completion within deadlines.

**3. Guidelines (FLD 3-2, 125 PTS)**

Guidelines include operating manuals, handbooks, oral or written guides, and project files. New guidelines are discussed with the supervisor or designee. The incumbent exercises judgment in improving the reliability and efficiency of established procedures.

**Computer Assistant  
GS-335-5**

Standard Job #335-05

**4. Complexity**

**(FLD 4-3, 150 PTS)**

Work assignments involve a wide variety of functions and problem solving utilizing personal computers. Assignments often require different and unusual approaches. The incumbent studies problem conditions or errors and reviews objectives and devises operating techniques to accomplish program modifications. The work involves conditions that must be identified and analyzed by the incumbent to discern interrelationships. Such conditions may include the nature and causes of problems encountered, the kind of equipment/software involved, and the impact of alternate approaches.

**5. Scope and Effect**

**(FLD 5-2, 75 PTS)**

The purpose of the work is to provide computer support through storage, analysis of data, the development of new procedures, and the application of existing software. The work products and services facilitate the work of others in the organization.

**6. Personal Contacts**

**(FLD 6-2, 25 PTS)**

Contacts include coworkers, other ARS personnel, other systems users, and office visitors and callers.

**7. Purpose of Contacts**

**(FLD 7-2, 50 PTS)**

Contacts are made to obtain or give information, coordinate work, and resolve problems.

**8. Physical Demands**

**(FLD 8-2, 20 PTS)**

Work is primarily sedentary although some walking, standing, bending, and carrying items weighing as much as 50 pounds is required.

**9. Work Environment**

**(FLD 9-1, 5 PTS)**

Work may be performed in an office, laboratory, greenhouse, etc. The work may be located within an environmentally controlled area.

**Computer Assistant  
GS-335-5**

Standard Job #335-05

**C. OTHER CONSIDERATIONS (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

**Total Points = 925**

**Grade Conversion = GS-335-5 (855-1110)**

May 11, 2000